



TEMPORARY EMPLOYEES & JULY 1, 2004 SALARY ADJUSTMENTS: NOT AUTOMATIC

BY JEFF SCHUTT
DIRECTOR, DPA DIVISION OF HUMAN RESOURCES

The approximately 1,000 temporary employees in the state personnel system are NOT automatically entitled to the 2% salary adjustment implemented on July 1, 2004. Although P-4-20 contains an ambiguous phrase about paying temporary employees at range minimum, it is not the intent of the state's compensation policy to automatically provide temporary employees a range minimum adjustment. Temporary employees are hired at a fixed rate for a fixed time. Therefore, ongoing compensation policies – just as with the employer contribution to group benefits plans – do not necessarily apply to temporary employees.

EMPL has been programmed to identify temporary employees, and the 2% and range minimum adjustments will NOT automatically occur for temporary employees as they will for others in the workforce. Appointing authorities do have the discretion to change the pay of temporary employees at any time they deem appropriate. Because of both the provision in P-4-20 and, more

importantly, for best practice use of the state's job evaluation system, staff has strongly recommended that all temporary employees be transferred and/or assigned to the P1A1XX (Temporary Aide) Class. This is an extremely broad class that accommodates compensation levels from the Federal Minimum Wage to the state's Salary Lid for general classes.

If departments do not assign their temporary employees into the Temporary Aide Class by the deadline for the August payroll, such employees will have to be paid the range minimum adjustment should they fall below the minimum of their current class. Such employees will be entitled to the 1-month difference in back pay. We are working on a way to do this centrally via EMPL and will let you know. Thank you for your help in this matter.

If you have questions or concerns, please contact Pat Romero at pat.romero@state.co.us.

MARK YOUR CALENDARS TODAY: THE 2004 FALL CONFERENCE IS FRIDAY, OCTOBER 22

The Department of Personnel and Administration will be holding its annual fall conference this year on Friday, October 22 at the Arvada Center for the Arts and Humanities. The theme of this year's conference is **Risk... What Risk?** Speakers and workshops will explore the many ways our day-to-day decisions as appointing authorities managers and supervisors, as risk management, human resources, benefits and financial professionals, and as employees can inflame or

mitigate the potential for risk, and its consequences and costs.

This one-day conference provides an excellent and cost-effective learning opportunity for state employees. Says DPA Director, Division of Human Resources, Jeff Schutt, "I am always impressed at how staff pulls together such a top-notch program, and puts it all together at such a great price. I have been to many, many conferences in my career, and ours consistently offers a quality professional learning experience that would easily cost 20 times as much in the market."

This year's conference promises to continue the tradition of excellence. CDOT Public Information Officer and 2004Star Award Leadership of the Year Winner, Stacey Stegman, has already signed on to lead a workshop on Crisis Communications, and the conference committee is working on shoring up other top-notch speakers and workshop leaders.

For more information about the conference, please contact Jacque Morley at jacque.morley@state.co.us.

BULLETIN NEWS BRIEFS

- The Division of Human Resources Compensation unit will present the two-day personnel certification course (PCP) in Job Evaluation and Compensation on August 19 and 20, 2004, in Denver. The class will begin at 9:00 am on Thursday, August 19th and will be held in Room 623A in the Centennial Building at 1313 Sherman St. The course will finish by 3:00 pm on Friday the 20th. Attendees should call or email Judi Karg at 303-866-2391 or judi.karg@state.co.us to reserve a slot in the class. Other questions about the course should be referred to Don Fowler at 303-866-4250 or don.fowler@state.co.us.
- The survey process for the FY2005-2006 annual compensation survey has been published. The survey process establishes the methodology for the annual compensation survey.
- The official compensation plan for FY 2004-2005, to be effective July 1, 2004, has been published. The compensation plan is available in both class code and class title order and is published on the web site at www.colorado.gov/dpa/dhr/comp/compplan.htm.
- HB 04-1446 was passed to modify the law that prohibited state employees from earning more than the regular salary of a single FTE. The new law provides that persons in the State Personnel System "shall not receive compensation or fees from more than one department or institution of higher education except as permitted by rules adopted by the state personnel director." An emergency rule (P-3-33) was adopted effective June 5, 2004 and is included in the Rules and Procedures. A rulemaking hearing for permanent rules to address this issue was held on June 30, 2004.
- The Director has adopted procedures considered at the May 17, 2004 rulemaking hearing. They have been submitted to the Secretary of State for the July 12, 2004 publication. The procedures are effective August 2, 2004.
- The FY04-05 Employee Handbook has been released and is available online.

To learn more about these and other human resources, risk management, benefits, and C-SEAP policies and issues, go to www.colorado.gov/dpa/dhr ("News") and be sure to check the "News Archive" section under "Quick Links."

YOUR RELATIONSHIP MATTERS

BY JOE DUTMER, LCSW
C-SEAP COUNSELOR

The couples in this world that have a plan and a clear set of expectations are much more likely to succeed having a long-term relationship fulfilling for both. These are principles that regardless of your relationship makeup can help you enjoy your relationship more than you could ever imagine.

We must overcome isolation. We get married to find intimacy but too often when the commitment is secure we stop doing the work of the relationship and hence it loses its focus. Selfishness in a relationship leads to isolation and for many the drifting apart becomes a vast expanse of neglect where unfortunately many seek the intimacy elsewhere. Oneness in intimacy both sensual and sexual leads to harmony. Are you "going your own way" in your relationship?

Do you spend more time accepting your spouses/partners' differences or do you spend more time highlighting them? Are you a little bit country and they

are a little bit rock and roll? Take one minute to see how many things you can think of that your partner helped you with last week and for another minute think about how often your partner highlighted your mistakes this past week. A suggestion for the wise is to look at yourself first before you dissect your partner. The integrity you gain in looking within first will always pay huge dividends later.

As a couple ask yourselves the following three questions: 1) What is one area in which you have a healthy separation from your parents? (If you are going to be fair, please look at the alternate side and review if you have separated at all). 2) What is one experience you've been through lately that drew you closer together? (Again look at whether perhaps the most significant memorable recent event was a very negative interaction and decide how long you are going to feed off the bitterness of that experience). 3) What is one really romantic date you have had as a couple recently (here's a clue if the word date has not been used since you've tied the knot isn't it time you planned one, like now, no excuses)?

Please take time to define your expectations for not only yourself but your partner in some of the most crucial areas of your relationship: 1) Trust 2) Love 3) Joy 4)

Relationship continued on the next page

Relationship continued from the previous page

Peace 5) Patience 6) Kindness 7) Goodness 8) Faithfulness 9) Gentleness 10) Self control. Define these things and spell out how it will look when you are successfully fulfilling your expectations of yourself and please provide a guide for your spouse because this relationship gig should never ever be a guessing game.

We can all benefit from a little introspection so please give your relationship the time and attention it deserves being confident you can live a long and fulfilling life together, with attention not only to the work but the joy as well at being one.

If you find yourself really struggling with your relationship remember we at CSEAP can help. We can be reached at 303-866-4314 or 1-800-821-8154.